



## **CITY HALL (1401 WESTWARD DR) WILL OPEN TO THE PUBLIC JUNE 1, 2020 (8AM-4PM) WITH THE FOLLOWING RESTRICTIONS:**

- 1) Members of the public must wear a mask or facial covering before entering the facility.
- 2) The Building & Zoning Department will accept two customers at a time at its third-floor location while others wait downstairs until called.
- 3) All visitors are required to maintain social distancing of six feet at all times while in the building.
- 4) For City Hall-related business, please go to the front counter in the lobby area for information and assistance. There are taped markers on the ground so each visitor can maintain a six-foot distance from others.
- 5) A hand sanitizing station is located in the lobby so that you can sanitize your hands before proceeding to the window or the Building Department.
- 6) If you are sick or have tested positive for COVID-19, please do not enter the building. Instead, please call the department you need at the number found in the adjacent telephone number listing.

**THANK YOU FOR YOUR COOPERATION AND  
FOR HELPING TO KEEP EVERYONE SAFE!**